



State of California – Business, Consumer Services, and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

JOB OPPORTUNITY

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians

Classification:

Position #: 401 – – –

Time base/

Tenure:

Salary: –

Final Filing

Date:

The

Opportunity:

Job

Description:

Desirable

Qualifications:

Duties: Please view the duty statement that follows.

**Additional
Requirements:**

**Working
Location:**

**Working
Conditions:**

**Who May
Apply:** Individuals who possess eligibility on the above classification certification list or have reinstatement eligibility. Individuals applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for the classification per CCR Rule 250. Appointment is subject to SROA and State surplus policies. SROA and Surplus candidates must submit a copy of the SROA or surplus status letter.

How to Apply: Submit a standard State Application Form STD 678, with original signature, to the contact address below. No faxed or emailed applications will be considered.

Write the **HCD Recruitment # below and the Position number** in the examination and title section. Do not include your social security number on your application.

Attach a copy of your exam results. If you are sending supporting documentations, submit in the following order: Statement of qualifications (if required), cover letter, résumé, or transcripts (if desired).

**Additional
Information:** Additional hires may be made from this bulletin if positions become available. Applications will be screened and only the most qualified will be interviewed.

For any questions relating to the position, contact
at () - .

**Submit
Application
Package to:** HCD Recruitment #
P.O. Box 952050
Sacramento, CA 94252-2050

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.
California Relay (Telephone) service for the deaf or hearing-impaired: From TDD Phone: 1-800-735-2929. From Voice Phone: 1-800-735-2922

The State of California, a drug-free and safe work place, is an Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, medical condition, gender identity, religious creed, political affiliation, age or sexual orientation.

DIVISION Legal Affairs	UNIT	POSITION NUMBER 401-104-5778-XXX	CLASSIFICATION Attorney
LOCATION 2020 W. El Camino, Suite 525 Sacramento, CA 95833	WORKING TITLE AHSC Attorney	EFFECTIVE DATE	
SUPERVISOR NAME Devinder Sandhu	WORKING TITLE Assistant Chief Counsel	INCUMBENT	

General Statement: Under supervision of the Assistant Chief Counsel, the Attorney will provide legal advice and review for a variety of complex loan and grant programs, asset management, compliance resolution, including the acquisition, construction, rehabilitation and preservation of transitional, supportive, and affordable rental housing. Duties include the development and administration of the Affordable Housing and Sustainable Communities (AHSC) program. The AHSC program funds land-use, housing, transportation, and land preservation projects to support the infill and compact development that reduce greenhouse gas (GHG) emissions. The incumbent will provide support for other administrative law matters.

% of the Time	ESSENTIAL FUNCTIONS
45%	Perform research, analyze, draft, negotiate and advise department staff regarding fund disbursement documents, organizational structures, contracts, deeds of trust, regulatory agreements, issues associated with low income housing tax credits and tax exempt housing bonds, and other financial and real property documents governing financial assistance programs; including the financing of housing projects under the AHSC program. Provide legal assistance and support to administer the AHSC program that will assist project areas by providing grants and loans, that will achieve GHG emissions reduction and benefit disadvantaged communities through increasing accessibility of affordable housing, employment centers, and key destinations via low-carbon transportation resulting in fewer vehicle miles traveled through shortened or reduced trip length or mode shift from single occupancy vehicle use to transit, bicycling or walking. Participate to the extent necessary in negotiations, loan closing, financing, structuring, and related activities.
40%	Assist staff in the monitoring and management of housing developments assisted with loan and grant funds, including compliance with regulatory agreements, enforcement of deeds of trust, workouts, and related post-development activities. Provide legal support in strengthening the connection between housing, transportation, and transit investments to further reduce vehicle miles travelled and GHG emissions while creating healthier, transit-oriented environments.
10%	Prepare and render legal opinions related to Financial Assistance program issues, both in writing and orally.
5%	Assist Department staff with other legal issues as assigned.
% of the Time	MARGINAL FUNCTIONS:
	None

ADDITIONAL INFORMATION

Physical Requirements: Sitting for prolonged periods of time, but may involve walking or standing for brief periods of time.

Working Conditions: The incumbent will work in an air conditioned and heated office with natural and/or artificial lighting in a high rise office building at HCD headquarters and be provided the necessary equipment to perform the duties.

Supervision Received: The incumbent will work under supervision at ranges A, B and C and under direction at range D from the Assistant Chief Counsel and may receive direction from the General Counsel and the Deputy Direction.

Supervision Exercised: None.

Administrative Responsibilities: None.

Personal Contacts: The incumbent will interact on an ongoing basis with program staff, supervisors, managers and deputy directors of the Department, as well as Strategic Growth Council staff. The incumbent will interact with counsel representing borrowers and lenders on Department projects. In addition, the incumbent will be responsible for advising the Department in complicated and sensitive matters related to its various loan and grant programs.

Consequence of Action: If the duties described above are not handled competently and professionally, the Department's security in its loans will be compromised as well as the Department's investment in its multi-family housing programs and households of low-income will be injured due to the failure to adequately regulate affordable projects. The incumbent in this position is expected to be highly independent and skilled and able to determine the critical issues to be addressed with minimum supervision. In addition, the incumbent must be able to work cooperatively, diplomatically, and effectively with program staff and outside counsel.

Other Information: None.

EMPLOYEE STATEMENT

I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation. I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.

Employee Signature: _____ Date: _____

SUPERVISOR STATEMENT

I certify that I have discussed the duties and responsibilities of the position with the employee.

Supervisors Signature: _____ Date: _____